



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #SC1017N19

Paralegal III

Opening Date: 10/17/2019

Closing Date: 10/30/2019

Vacancy Exists

Salary: \$39,484 - \$49,355 (Minimum – Midpoint) Pay Grade 13

Recruiting For: Superior Court of Delaware

Location: Leonard L. Williams Justice Center, City of Wilmington (Please check this location on your application).

Nature and Scope: This is para-professional legal work involving administrative and judicial proceedings regarding civil and criminal law. The incumbent will be responsible for processing Petitions for Expungement of Criminal Records filed statewide, including the preparation of files, monitoring responses from the Department of Justice (DOJ), reviewing proposed legislation, and proper notification to the State Bureau of Identification (SBI). The incumbent must have knowledge of and/or the ability to perform a vast array of court-related responsibilities using Contexte, Courtroom Assistant, Judicial Information Center (JIC) and the Delaware Criminal Justice Information System (DELJIS), to ensure timely and accurate expungement of criminal charges. The incumbent will have statewide responsibilities and may be required to travel to Kent and Sussex Counties a minimum of two days a week.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Three years' experience in legal research methods and techniques.
2. Three years' experience in the preparation of legal documents.
3. Three years' experience in gathering information through one-on-one interviews.
4. Knowledge of the principles, concepts and methods of legal research, analysis, and summary preparation applicable to case development and documentation.
5. Ability to write legal briefs and/or memoranda.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Possession of a valid driver's license at the time of hire and through the duration of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/> .

Submitting Your Application: Visit the website <http://courts.delaware.gov/career/> Click on "apply" next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: apps.superior@delaware.gov (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
Leonard L. Williams Justice Center
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer